

OSBORN K. SOLITEI

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

**SUMMARY  
OF SKILLS:**

Advanced knowledge of government accounting and HUD accounting procedures; advanced financial operations; advanced financial and policy analysis; complete budget preparation and analysis; written and verbal communications; project management; presentation: problem solving.

**EXPERIENCE:** Housing Authority of the County of Contra Costa, Martinez, CA - 1998-Current  
Financial Analyst. Independently responsible for annual preparation of the Housing Authority's \$86 Million budget and its presentation to the Housing Advisory Board of Commissioners. As the Authority's sole representative in *all* audit matters, direct, coordinate and review all aspects of agency audits. Responsible for audit scheduling, reporting, staff assignments; also develop recommendations and action plans based on findings. As the Authority's general Grants Manager, responsible for reconciling and performing drawdowns; interfacing with and providing direct technical assistance to all departments; preparing all monthly financial statements to reporting agencies. Develop and utilize financial analysis models/programs/forecasts as part of managing multiple Housing Programs, including Section 8, Conventional Public Housing and Development. Duties include but are not limited to:

- Perform complete financial feasibility analyses and present recommendations to Departments Heads, Executive Director and the Board of Commissioners.
- Evaluate departmental budgets. Compile and submit revenue estimates from operations for budget year. Prepare and analyze quarterly reports of budget status including comparison of estimates to actual results.
- Perform financial management, analysis and projections of Low Income Housing Tax-Credit projects (including recently developed \$39 million 180-unit Project), capital grants programs, Section 8 Housing Assistance Payments, Family Self-Sufficiency Program escrow accounts, housing subsidy, rental income, and other revenues. Also developed fully interfaced construction and operations accounting module system.
- Review and analyze entries on the General Ledger on a periodic basis to ensure accuracy, consistency and adequacy of periodic financial statements. Prepare and generate financial statements and other comprehensive financial reports.
- Managed the entire Finance Department conversion of all Housing Authority financial processes, operations and reporting from a DOS based accounting system to a Windows based Property management system.
- Developed and implemented adoption of fully GAAP based accounting and reporting to replace existing HUD based Accounting systems. Developed new processes and procedures for accounts payable, accounts receivable, Housing Assistance Payments, payroll, banks and check writing formats, cash managements and internal security controls.

- Develop and interfaced System modules (grants, construction, purchasing and maintenance) with all accounting and financial modules.
- In compliance with requirements of OMB Circular A-133, manage and analyze Housing Authority's internal controls of regulations, contracts, and grants applicable to federal programs; review and audit Housing Authority cash flow management system.
- In accordance with OMB Circular A-87, manage and analyze Housing Authority's formal indirect cost allocation plan to distribute administrative and other indirect costs equitably and fairly to each project and program.
- Assist the Accounting Manager with review of accounting processes; recommend improvements; train clerical staff.

**North West Computer Systems, Inc.**, Emeryville, CA 1997 to 1998

**Accounting Manager.** Performed all accounting department operations including Accounts Receivable, Accounts Payable, sales tax reports, and bank account reconciliations. Prepare and analyze comprehensive financial reports. Maintained records of company contracts, insurance and inventories. Periodically reviewed and analyzed entries on the General Ledger to ensure accuracy, consistency and adequacy of periodic financial statements. Prepared entire employee payroll, benefits costs and year end W-2's and 1099s. Monitored and analyzed company budget expenditures and revenue.

**EDUCATION:** **California State University**, Hayward, CA  
Bachelor of Science, Business Administration & Finance, June 2002

**Heald School of Business**, Oakland, CA  
Applied Associate Science Degree, June 1997

**COMPUTER SOFTWARE:** Excel, Microsoft Word, Word Perfect, Outlook and PowerPoint, Yardi Voyager, Enterprise, Construction/Grant, and Maintenance modules; Yardi Spreadsheet Links Reports, Ad Hoc and Crystal Report Writing.

**AFFILIATIONS:** American Society for Public Administration; Cal State Hayward Alumni Association

References will be provided upon request.